



Renovation to House or Basement ARU

The forms listed on this application guide represent the most common required forms and may not represent all required forms relating to your project. Review of your application submission may result in a requirement for further documentation. All forms, guides and applications can be found on our forms and applications page.

Application for a Permit to Construct or Demolish (including Schedule 1 – Designer Information) – Complete and sign. Schedule 1 – Designer Information is filled out by the person who drafted and takes responsibility for the plans submitted for review. This is typically done by the designer or homeowner.

Building and Septic Owner Authorization – If you are applying on behalf of the owner, you and the owner, will need to complete and sign.

Applicable Law Checklist – Complete the Applicable Law Check List, if you are subject to any of the Applicable Law Authority, contact them for an approval/permit prior to submitting your application for building permit. Please see the Applicable Law Checklist Resources.

Site Plan – A Site Plan is required. See the Site Plan Guide.

Construction Plans – Construction Plans are required for all applications. These plans may include, but are not limited to, Floor Plan, Wall Section, Structural and/or Architectural.

Engineering Detail – If there is any area on the construction plans that will require engineering, you are required to submit that stamped plan or detail with the application. Depending on the scope of work, a commitment to review from the Engineer may be required.

Septic System Review/Permit – If you are serviced by private septic, you may have to provide a Septic System Review or Permit, depending on the scope of work. Please see our **[Septic Permit Application Process Page](#)** for more information.

Other documents, such as Planning Decisions, Interpretations or Correspondence. - If you have been in contact with the Planning Department and



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have had a Planning Application or been provided with information that may assist in processing your application, please upload it here.